

Chief of Police



Job Code: 5390
Grade: 141
Reports to: City Manager
Salary Range: \$92,308 - \$145,903
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs responsible professional protective service and difficult administrative work directing all activities of the Police Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification oversees, directs, and organizes all objectives, operations, procedures, and staff in the Police Department. Work is performed under the administrative direction of the City Manager, with wide latitude for the exercise of initiative and independent judgment. Supervision is exercised over all departmental personnel.

ESSENTIAL FUNCTIONS

Planning, organizing, and directing all police operations; handling personnel and public information matters; ensuring that all laws, regulations, and procedures are followed; coordinating work with other city departments and law enforcement agencies, City Council, and City Manager; maintaining appropriate files and records.

EXAMPLES OF WORK

- Establishes goals and objectives, rules, regulations, and procedures for the department.
- Oversees, directs, and supervises police department operations and staff.
- Monitors resources necessary to perform assignments, recommends new programs, training, and equipment needs.
- Develops annual budget proposal and controls budgeted expenses.
- Formulates and implements police policy, procedures, rules, regulations, and programs.
- Prepares and reviews operational and administrative reports.
- Hires, promotes, assigns, stations, transfers, investigates, and disciplines personnel.
- Maintains responsibility for custody of all property coming into possession of the department and prepares and maintains necessary records and reports.
- Supervises preparation and maintenance of records and materials associated with law enforcement activities or administration.
- Assumes operational command of police force in emergencies and other major law enforcement operations.
- Makes periodic public addresses concerning police operations and law enforcement; meets with the news media for interviews; issues news releases.
- Evaluates and implements updated standards and procedures from the various law enforcement sanctioning bodies.
- Maintains effective community relations through personal contacts, special programs, meetings, and activities.
- Attends meeting and serves on committees, boards, and agencies related to promoting crime prevention and improving law enforcement.
- Advises and assists subordinates with complex police investigations.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the laws, rules, and regulations relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification, and communications; thorough knowledge of the geography of the City; demonstrated ability to lead and direct the activities of public safety personnel; ability to maintain cooperative relationships with other City officials and with the general public; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Criminology, Public Administration, Management, Business Administration, or related field. Ten (10) years of progressively knowledgeable and responsible experience in an upper level law enforcement command position in a sworn capacity; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Must be capable of performing the essential duties of a police officer.
- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, to receive detailed information through oral communications, and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
- The worker may be required to wear specialized personal protective equipment.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Must possess State of Maryland Police Training Commission certification as a Police Officer.
- Must meet and maintain minimum qualifications for position as established by the City and/or the State of Maryland.
- Completion of advanced training such as FBI National Academy, Southern Police Institute, or the equivalent preferred.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Revised 01/25/2010

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.